

2007 STATE CORRECTION CAPTAIN ORIENTATION GUIDE

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2007 STATE CORRECTION CAPTAIN ORIENTATION GUIDE

Introduction

The New Jersey Department of Personnel has prepared this supplemental orientation guide for promotional candidates who will participate in the 2007 State Correction Captain Examination. The information in this booklet and the **General Multiple-Choice Exam Orientation Guide** (available via the Department of Personnel website at the following link <http://www.state.nj.us/personnel/jobs/guides.htm>) are designed to help candidates better understand the testing process and the types of questions they will encounter on the State Correction Captain Examination. We encourage candidates to review this guide along with the General Multiple-Choice Exam Orientation Guide and to take advantage of all opportunities to prepare for the examination.

When and where will the examination be held?

The **tentative** timeframe to administer the State Correction Captain examination is **FEBRUARY, 2007**. However, in the event there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date and location will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

Please note that candidates are **NOT PERMITTED** to bring cell phones, pagers, recording devices, etc., into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification. In addition, briefcases and other personal items should be left outside of the test center. The Department of Personnel is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed/distracted by outside conversations.

How is the examination developed?

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of a State Correction Captain. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, state correction officers at the rank of captain or higher rated each State Correction Captain work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. These work components have been translated into test content areas, which are shown on the next page along with their relative test weights. The test weights depict the percentage of the test devoted to each content area.

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| <u>Weight</u> | <u>Test Content</u> |
|----------------------|-----------------------------------------------------------------|
| 26% | Standard Operating Procedures for State Correctional Facilities |
| 17% | Interpersonal Relations |
| 16% | Supervision |
| 14% | Report Writing |
| 14% | Analysis of Written Material |
| <u>13%</u> | Effectiveness of Expression |
| 100.00% | |

Is there study material that candidates can use to prepare for the examination?

The following source will be used by the Department of Personnel to develop Standard Operating Procedures questions for the Correction Captain test. Please note, however, that the development of all test questions may not be restricted to this particular source.

New Jersey Administrative Code Title 10A

The following source material will be utilized by the Department of Personnel to develop test questions related to Supervision and Interpersonal Relations. Prior to the posting of this guide, the publisher indicated a sufficient supply of the book listed below. *[The Department of Personnel will not be responsible for the quantity of books available.]*

The Effective Corrections Manager: Correctional Supervision for the Future: 2nd Edition
Richard L. Phillips – Jones and Bartlett Publishers, Inc. 2005
ISBN 0-7637-3311-3

NOTE: The development of all test questions will not be restricted to these sources.

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Are there practice multiple-choice questions?

The following three questions are sample questions that are similar to the ones that will appear on your examination.

Sample Question #1:

An officer under your supervision reports to you that she lost her State of New Jersey Firearms Weapon Card and her official photo identification badge of the New Jersey Department of Corrections. According to N.J.A.C. 10A: 3-4.12, when shall the officer notify the local law enforcement authorities and the Superintendent or their designee?

- (a) Immediately
- (b) Within a period of 3 hours
- (c) Before completing her shift
- (d) As soon as practicable

Sample Question #2:

Which is the principal value of prompt, accurate, and complete reports? They

- (a) expedite official business.
- (b) provide good reference material.
- (c) are the mark of an efficient person.
- (d) impress superiors with the necessity for immediate action.

Sample Question #3

You notice that an above average officer of 5 years seems to be distracted and distant at the last few squad meetings. Afterward, in private he tells you that he and his wife are having marital difficulty. What is your next course of action?

- (a) Listen attentively and offer your best advice.
- (b) Listen attentively and suggest professional counseling.
- (c) Discuss the issue in detail to see if it is drug or alcohol related.
- (d) Inform him that his private life is his own business and he must improve.

What are the correct answers to the practice questions?

The correct answer to sample Question #1 is **(d)**.

The correct answer to sample Question #2 is **(a)**.

The correct answer to sample Question #3 is **(b)**.

NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.

How are promotions made following an examination?

After the examination is scored, candidates with passing scores will appear on an eligible list in rank order according to their final score (a composite of multiple-choice examination score and seniority score). Please note that PAR scores may be considered in the final scoring. Once an eligible list has been certified, promotional appointments may be made. **NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.**

What is the Department of Personnel's make-up policy?

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Department of Personnel or appointing authority.
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
- III. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in NJAC 4A:4-2.9(c).
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in NJAC 4A:4-2.9(d).

If you require a make-up examination, please call the Make-up Unit at (609) 292-9467 within 5 days upon receipt of your Notification Card.

Please note that all requests for medical make-up examinations must be accompanied by the Department of Personnel's Medical Authorization for Make-up Examination form completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or may be printed from the DOP website at: www.state.nj.us/personnel/forms/index.htm.

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Will make-up candidates take the same examination?

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

Conclusion

This orientation guide attempts to familiarize candidates with aspects of the Written Multiple-Choice Test, including some suggestions for preparation. The suggestions provided here are not exhaustive – we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope that this Orientation Guide has been beneficial.

GOOD LUCK!